

***APPLICATION INSTRUCTIONS AND BACKGROUND
ON THE
OFFICE OF NOTARY PUBLIC***

APPLICATION INSTRUCTIONS

Following is a play-script that describes the process and provides instructions for applying and obtaining both new and renewed Notary Public commissions (appointments).

Play-script for Application Process

1. Applicant a. Obtains a Notary application form from the county clerk or Office of the State Treasurer.

 **Under normal operating conditions, the State sends out a renewal package three months prior to the commission expiration date. If renewal packages are not received in this time frame, applicants are responsible for requesting packages via one of the alternatives listed above.
2. Applicant a. Completes the application form in strict accordance with the instructions listed on the form.

 b. As part of completing the form, obtains endorsement of a member of the Legislature.

 c. Sends the completed/endorsed form with a check for the filing fee of \$25.00 to: Notary Public Section, PO Box 452, Trenton, N.J. 08625.
3. Notary Public Section Reviews the application form for completeness and fee and:
 - Accepts it and returns a Notary Public Commission Certificate and Oath Qualification Certificate to the applicant; or
 - Rejects it and returns the form with rejection notice to applicant for correction and resubmission.
4. Applicant a. Takes the Commission Certificate and Oath Qualification Certificate to the County Clerk of the county in which he/she resides, within three (3) months of the date listed on the commission certificate.

 ****Remember that failure to meet the 3-month time limit will result in the cancellation of the appointment, and the filing fee will be non-refundable.**
5. County Clerk a. Administers an oath to the applicant.

 b. Collects a filing fee per the clerk's statutory fee schedule.

 c. Returns the Qualification Certificate to the Notary Section, thereby completing the application process.

 **The Notary Public Section maintains a computer database of all Notary commissions, and will enter the "sworn date" from the Qualification Certificate to insure that the public record reflects the official date of the Notary's appointment.

There is an additional requirement for non-resident applicants. Specifically, they must file an affidavit with the Treasurer setting forth their residence and address of the office or place of employment in New Jersey. The affidavit should be submitted with the application form to the Notary Section, PO Box 452, Trenton, NJ 08625.

BACKGROUND ON OFFICE OF NOTARY PUBLIC

A Notary Public is a public officer who is empowered to:

- Administer oaths/affirmations;
- Take acknowledgments;
- Execute jurats;
- Take proofs of deeds; and
- Execute protests for non-payment or non-acceptance.

A Notary Public who is duly commissioned and qualified is authorized to perform these services throughout the State of New Jersey.

APPOINTMENT

A Notary Public is appointed for a five-year period. The appointment can be renewed for subsequent five-year periods.

A Notary Public can be removed from office at the pleasure of the Treasurer's Office.

PREREQUISITES FOR THE OFFICE

Following are the prerequisites for qualifying for a Notary Public commission.

Residency A Notary Public must be a resident of New Jersey or a resident of an adjoining state who maintains, or is regularly employed in, an office in this State.

Age A Notary Public must be 18 years or older.

Background The State Treasurer may not appoint any person who has been convicted of a crime under the laws of any state or the United States, for an offense involving dishonesty, or a crime of the first or second degree.